

**APPENDIX D**  
**FORM OF ANNUAL NOTICE TO ALABAMA CIRCUIT COURT JUDGES**

**NOTICE REGARDING THE AVAILABILITY OF EMERGENCY TREATMENT  
FOR INCARCERATED CRIMINAL DEFENDANTS AWAITING INPATIENT MENTAL  
EVALUATIONS OR COMPETENCY RESTORATION TREATMENT**

If you are presiding over a criminal case in which the defendant is incarcerated, and you have ordered the defendant to undergo an inpatient mental evaluation or you have found the defendant incompetent to stand trial and ordered that he or she undergo competency restoration treatment, and you believe that the defendant needs emergency psychiatric treatment prior to his or her admission into a facility operated by the Alabama Department of Mental Health for a mental evaluation or restorative treatment, your staff may notify [INSERT ANNUAL ADMH DESIGNEE] of the defendant's need for an evaluation for emergency treatment.

To refer an incarcerated criminal defendant for emergency treatment evaluation, please provide a written referral by regular mail, electronic mail, or fax to [INSERT ADMH DESIGNEE CONTACT INFORMATION]. In your referral, please include the following information:

- The defendant's name;
- The defendant's criminal case number;
- The name of the defendant's criminal defense counsel;
- The facility in which defendant is incarcerated;
- The date on which you ordered that the defendant undergo an inpatient mental evaluation or the date on which you found the defendant incompetent to stand trial and order him or her to undergo competency restoration treatment;
- a brief description of the defendant's symptoms of psychiatric distress, including whether you believe that the defendant is suicidal;
- your office's telephone number and/or electronic mail address.

If you believe that the defendant is suicidal, after contacting [INSERT ADMH DESIGNEE], please contact the sheriff of the county and officials of the jail in which the defendant is incarcerated and advise them of the need to implement suicide prevention measures.

If you have any questions concerning the availability of emergency treatment for incarcerated criminal defendants awaiting inpatient mental evaluations or competency restoration treatment, please contact the Office of Legal Services of the Alabama Department of Mental Health at [INSERT MAIN NUMBER] and/or the Alabama Disabilities Advocacy Program at (205) 348-4928.